

Job Announcement

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CHANGE IN SALARY RANGE

Opening Date:	June 10, 2011	Closing Date:	Open Until Filled
Job Title:	Deputy Director	Position Type:	At-Will
PIN:	084570	FLSA Status:	Exempt
Location:	Court of Appeals - Judicial Institute Annapolis, Maryland	Entry Salary Range:	S02 \$68,410 - \$80,801 (Depending Upon Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: The Deputy Director assists the Executive Director with the implementation and development of the Judicial Institute's policies, procedures and programs and serves at the pleasure of the Chair of the Board of Directors of the Judicial Institute. The duties of the Deputy Director include, but are not limited to: managing the Advance Science and Technology Adjudication Resource Center (ASTAR) and Maryland Business and Technology programs; ongoing strategic planning, needs assessment and curriculum development for the Judicial Institute and collective programs; monitoring and analyzing state and federal legislation, court decisions and administrative orders for potential impact on all programs; serving as administrator for the registration process of each program; implementing curricula and overseeing the production of the annual Judicial Institute course catalog and its distribution in electronic and print format; directing the preparation and production of course materials and other publications in electronic and hard copy for all programs; assisting with grant writing and tracking grant expenditures; identifying potential funding sources for programs, projects and services and preparing the ASTAR budget for review by the Executive Director; coordinating accommodations and travel arrangements for faculty and participants for all programs; reviewing evaluations submitted by program participants to assess faculty performance; designing and maintaining websites for all programs; coordinating the web-based distance learning programs; assisting in the supervision and management of subordinate staff; disseminating work, providing instruction and reviewing staff work. Performs other duties as assigned by the Executive Director.

Education: Bachelor's degree from an accredited college or university.

Experience: Minimum of five years experience in developing, administering and delivering instructional programs for adults. Three years of experience supervising professional staff.

Preferred: Juris Doctorate. Work experience in a legal environment. Proficient in the use of learning management systems in the delivery of educational services.

NOTE: Business and Technology Case Management Program see Maryland Rule 16-205.

Skills/Abilities: Knowledge of adult learning principles and methods. Knowledge of needs assessment strategies. Knowledge of curriculum development methods. Knowledge of presentation techniques. Knowledge of analytical procedures and techniques and mathematical concepts used in developing and monitoring budgets and grants. Knowledge of human resources principle and practices. Skill in the use of technology in the delivery of educational services. Ability to develop and administer instructional programs for adults. Ability to conduct needs assessments. Ability to write grants. Ability to analyze and synthesize complex information. Ability to define adult learning objectives. Ability to utilize required software to create and produce spreadsheets, databases, presentations and other documents. Ability to utilize programs to design and maintain web content. Ability to establish and maintain effective relationships with executive level management, judges, attorneys, staff, vendors and faculty. Ability to interact and communicate effectively, both verbally and in writing. Ability to supervise staff. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received in the Human Resources office at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Avenue, Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.